

SELF SERVICE CENTER PROCEDURES: HOW TO FILE A RESPONSE WITH THE COURT

STEP 1: Make **4** copies of the “Response” and the “Response to Child Support Information Form” after you have filled them out.

STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

SET 1A - ORIGINALS FOR CLERK OF COURT: ♦ “Response” ♦ “Response to Child Support Information Form”	SET 2 - COPIES FOR SPOUSE: ♦ “Response” ♦ “Response to Child Support Information Form”
SET 1B - COPIES FOR CLERK OF COURT ♦ “Response” ♦ “Response to Child Support Information Form”	SET 3 - COPIES FOR JUDGE: ♦ “Response” ♦ “Response to Child Support Information Form”
	SET 4 - YOUR COPIES: ♦ “Response” ♦ “Response to Child Support Information Form”

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
 201 West Jefferson, 1st floor
 Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Facility
 222 East Javelina Drive, 1st floor
 Mesa, Arizona 85210

The Clerk of the Superior Court
Northwest Court Facility
 14264 West Tierra Buena Lane
 Surprise, Arizona 85374

FILE: Go to the Clerk of the Court filing counter.
FEES: There is a filing fee for all Responses - \$191.00. If you are entitled to a deferral, you may request a deferral of the filing fees at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.
PAPERS: Hand the originals and all four (4) sets of your court papers to the Clerk along with Cash or a Money Order for the filing fee of \$191.00
MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:
 ♦Your Set of Copies
 ♦Your Spouse's Set of Copies
 ♦The Judge's Set of Copies

STEP 4: Keep one copy for yourself, and mail or hand-deliver the other copy to the other person (or the person's attorney, if he/she is represented by an attorney. If the person is represented by an attorney, the attorney's name and address will be on the Petition in the upper left hand corner.) Mail one copy to the judge assigned to the case. If you do not know the name of the judge assigned to your case go to Family Court Administration or call Family Court Administration at 602-506-1561 or 602-506-7879.

STEP 5: **What will happen next.**

- Depending on your Response contained in the Child Support Information form, you may be required to attend a hearing or conference. If a hearing is set, you will receive a notice from the court. You must come to that hearing or conference.
- You will receive an Order from the court telling you and the other party to come to a DCM Conference. You must come to that conference.